

Division of Workforce Development

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Tom Jones
Director

August 30, 2000

DWD Issuance 13 – 99 (Change 1)

Subject: Technical Assistance Guidance on Documentation/Verification Systems for Title I of WIA.

1. **Purpose:** To transmit DWD's Technical Assistance on the subject of eligibility documentation, change 1.
2. **Substance:** Attached herein is the Division of Workforce Development's, change 1 to Technical Assistance Guide for enrollments under Title I of the Workforce Investment Act (WIA). This replaces the Table of Acceptable Documentation Required to Establish General WIA Title I Program Eligibility on page 4.

The guide presents information that is deemed good practices by DWD monitors.
3. **Action:** Local areas may use the attached TAG in developing local eligibility documentation procedures. Such procedures must be in place prior to the enrollment of new participants under WIA.
4. **Contact:** If you have any questions regarding this issuance, please contact Lindell Thurman, Manager, Field Services (573) 751-7895.
5. **Cross/
Historical:** Workforce Investment Act and associated federal regulations registers.

Tom Jones, Director

TJ/LT/TR/bba

cc: John Cope
Assistant Directors

DWD Managers

TABLE OF ACCEPTABLE DOCUMENTATION REQUIRED TO ESTABLISH
GENERAL WIA TITLE I PROGRAM ELIGIBILITY

Eligibility Criteria	Documentation	DD-214	Employment Records	Drivers License	IRS Form Letter 1722	Social Services Agency ¹	Pay Stub	Social Security Benefits	Social Security Card	W-2 Form	Alien Registration Card/ Work Permit	Baptismal Record ³	Birth Certificate	Food Stamp Records	Foreign Passport ⁴	I-9	Hospital Record of Birth	Naturalization Certification	Public Assistance Records	U.S. Passport	Selective Service Registration Record ⁵	Fed. State or Local Gov. ID Card	School Records/Identification Card
1. GENERAL ELIGIBILITY																							
A. Social Security Number		X	X	X	X	X	X	X	X	X													
B. Citizenship/Alien Status		X									X	X	X	X	X	X ⁶	X	X	X	X			
C. Selective Service Registrant		X																			X		
D. Age		X		X		X					X	X	X		X		X			X		X	X

Low Income Status

The chart on the following page illustrates the documentation that can be utilized to substantiate a participant's low Income Status.

¹ Public Assistance/Social Service Records, etc.

² INS Forms I-151, I-551, I-94, I-688A, I-197, I-179. Must indicating Right to Work.

³ For Citizenship/Alien Status place of birth must be shown.

⁴ For Citizenship/Alien Status must be stamped eligible to work.

⁵ Includes Selective Service Verification Form, Form 3A, Selective Service Advisory Opinion Letter, Selective Service Registration Card, or Stamped Post Office Receipt of Registration.

⁶ Use of the I-9 is acceptable when a person is being enrolled into an employment situation. It is required by the INS and its purpose is to document work authorization. The I-9 is acceptable to DWD monitors when other items listed under citizenship are not reasonably available. The I-9 should not be the primary/customary method of documenting this eligibility criterion.